



Presidencia

UNIVERSIDAD CENTRAL DE BAYAMÓN

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EXECUTIVE ORDER ACA. 09-08

October 2, 2009

**DEANS
DEPARTMENT DIRECTORS
REGISTRAR
FACULTY**

CASE MANAGEMENT NO ATTENDANCE (N/A) POLICY FOR STUDENTS NOT ATTENDING CLASSES.

ATTENDANCE CONTROL RULES

BCU recognizes the importance of complying with the requirements established by the Regulation of the Federal Department of Education for student's attendance. This Regulation establishes specific requirements for the use and disposal of financial aid funds of the different programs where participants have the following situations: never attended enrolled courses, was officially withdrawal, abandon studies without notice, are suspended or expelled before due date of meeting 60% of the academic term.

Purpose

This document is intended to outline the responsibilities and tasks delegated to all offices involved in this process as well as to faculty and students.

Students

1. Punctual attendance to classes is mandatory. In case of illness or other justifiable situation, the student must immediately notify the appropriate Academic College or the Dean of Student Affairs, who will report to the Academic Dean.
2. The student is responsible for complying with all course requirements.
3. In the second absence that has not been properly justified by the student or his legal guardian, the Professor will refer the case as soon as possible to the Guidance and Counseling Center for attention.
4. The counselor is responsible orienting the student's academic and personal impact of not attending classes and to seek partial or full withdrawal.

Faculty

1. The course Professor is responsible for checking the attendance of students every day
2. The professor is responsible for identifying correctly the Attendance Record Report (checklist), that the Registrar will provide, the student who never attended during the first two weeks of class. Professor must submit the report immediately, to the Registrar.

Registrar

1. Prepare the Attendance Record Report (checklist) and give to the professor during the first week of classes.
2. Register timely and correctly in the Colleague data system, dates, and data associated with the attendance process, N/A that the professor will provide.
3. Record daily in the Colleague system, withdrawals and notify the Treasury and the Financial Aid Office, before the end of the working day, or the subsequent day transactions are carried out.
4. Revise the withdrawals report and correct in the Colleague system errors, if any is detected.
5. Notify withdrawal to student for no attendance (N/A).

Financial Aid

1. Receive (partial or total) withdrawal document from the Registrar Office and make appropriate adjustments in the System.
2. Receive from the Treasury Officer the correct calculation for the final adjustment to return Title IV funds.
3. Perform the CODE process to finally send to the US Department of Education the return and final adjustments of student financial aid funds.
4. Inform the student if there was adjustment or cancellation of aids as a consequence of the withdrawal or N/A process.

Treasury

1. Receive the (partial or total) withdrawal document from the Registrar Office and to perform the recalculation of the corresponding R2T4.
2. Inform Registration and Financial Aid any discrepancies found during the process, before processing the payment adjustment for economic aid adjustment.
3. Send daily to Financial Aid copy of refund or repayment for safekeeping..
4. Inform the student the result in the adjustment of their account, no later than 10 calendar days since making the adjustments.

Finances

1. Make necessary adjustments to the aid disbursement running in the Colleague system a Pre-Transmittal process in the student's account.

Students withdrawals requested by mail or via the Internet (email)

1. The student must send a letter to the Registrar to inform its intention of total withdrawal, by means of regular or electronic mail. A copy of the communication will be saved as evidence in the student's file.
2. Registrar will process total withdrawal, in the Colleague system, effective from the date of receipt of the communication.
3. Gives acknowledgment of receipt to student.
4. Notify the Financial Aid Office and Treasury Total withdrawal.

However as mentioned in the previous procedure, in cases of students appearing to class after the first two weeks past the course in question within a reasonable period of time, may be at the discretion of the professor in cases where the student has a valid reason for their absence, may then accept the entry of such students to the course. In these cases, students are responsible for covering the material offered through such date. In cases where the teacher has doubts about accepting the student, may request the intervention of the Director of the Academic Department and the Dean of Academic Affairs.

It is vital that the process of checking and reporting the N/A be speeded up in order to avoid falling in noncompliance and subject us to economic sanctions by the U.S. Department of Education.

Validity:

This policy is in effect immediately and repeals any previous guidelines, rules, policies or procedures conflicting with what is provided herein.

Approved:



Nilda Nadal-Carreras
President